

TOWN OF HILTON HEAD ISLAND PLANNING DEPARTMENT
DEVELOPMENT PLAN REVIEW CHECKLIST
THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.

PROJECT NAME: _____

AGENT SUBMITTING APPLICATION:

Name _____

Company _____

Address _____

Telephone _____

*****ONE copy of each item is required, unless otherwise stated.**

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*APPLICATION FORM	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*FILING FEE	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*OWNER'S CONSENT	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*PROPERTY DEED	_____

BOUNDARY SURVEY (2 COPIES)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Control Points	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Computed Acreage	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Original Seal & Signature	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Date & Revisions	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Reference Plats	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Graphic Scale & North Arrow	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Tax Map & Parcel Number	_____

WRITTEN NARRATIVE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Specific Use Proposed	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Zoning District	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Number of Buildings	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Square Footage of each Building	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Square Footage of each Use	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Number of Stories for each Building	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Phasing Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Maintenance Responsibility	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Dedicated Improvements	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Government Approvals	_____

SITE DEVELOPMENT PLAN (6 COPIES)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Name of Development	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Graphic Scale & North Arrow	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Tax Map & Parcel Number	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Date & Revisions	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Vicinity Sketch	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Topographic Information	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Trees 6" Diameter & Over	_____

DEVELOPMENT PLAN REVIEW CHECKLIST

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Existing Structures within 50 Feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Drainage Location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Off-street Loading Areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Parking Calculations & Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Impervious Surface Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Open Space Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Setback and Buffer Areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Zoning Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetlands Delineation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*FEMA Flood Zone Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Fire Hydrants and Fire Lanes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Trash Receptacles & Enclosures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Archeological Information
			NOTE: All Sheets in the Set of Plans Must Show All Trees 6" Diameter & Over
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Grading, Paving, Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Erosion Control Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Water & Sewer Line Layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Septic or Waste Disposal System Layout
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Electric Line Layout (Including Lighting)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Telephone & Cable Line Layout
LANDSCAPE PLAN (2 COPIES)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planting Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plant Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irrigation Plan
SITE LIGHTING PLAN			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light levels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixture Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's Photometric Data
PHASING PLAN/SCHEDULE REPORT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Graphic Scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Number of Units
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Square Footage Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Open Space Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Site Improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Public Dedication
TREE PROTECTION			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Tree Survey (no older than 2 years)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Written Narrative on Tree Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Tree Tally Sheets

DEVELOPMENT PLAN REVIEW CHECKLIST

Yes No N/A

WETLANDS ALTERATION

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Application	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Jurisdictional Determination	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetland Boundary Survey	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Application Package to USACE or OCRM	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetlands Evaluation Forms	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetlands Alteration Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Stormwater Management Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetland Protection Assurances	_____

WETLANDS IMPACT ANALYSIS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Written Narrative	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Efforts to Minimize Alteration	_____

MITIGATION PLAN TO INCLUDE:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Grading Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Drainage Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Elevation at High Ground & Surface Water	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Landscape Plan	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Implementation Schedule	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Restrictive Covenants	_____

ENGINEERING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Pre-Design Conference w/Town Engineer	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Stormwater Calculations	_____

DHEC APPROVAL

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air & Water Quality	_____

OCRM APPROVAL

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beach/Dune Activity	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tidal Wetlands	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Disturbance	_____

ARMY CORPS OF ENGINEERS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetlands Determination Letter (no older than 5 years)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Wetlands Alteration Permit	_____

ENCROACHMENT PERMIT

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SC Department of Transportation	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beaufort County	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Town of Hilton Head Island	_____

PSD APPROVAL

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*EXTERIOR ELEVATIONS	_____

DEVELOPMENT PLAN REVIEW CHECKLIST

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*PRIVATE ARB APPROVAL _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCHD/DHEC SEPTIC TANK APPROVAL _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PALMETTO ELECTRIC APPROVAL _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HARGRAY TELEPHONE APPROVAL _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL GUARANTEES _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OFFERS OF PUBLIC DEDICATION _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMERGENCY PREPAREDNESS PLAN _____

** - These items (if determined to be applicable by staff) are required at the time of submittal to be considered a complete application that will be distributed for review.*

It has been determined that for the above referenced project the minimum items necessary for acceptance of the application:

- ☐ HAVE BEEN SUBMITTED and the staff can begin a full coordinated review.
- ☐ HAVE NOT BEEN SUBMITTED and the application cannot be accepted and all submitted items are being returned. A new appointment will be required to resubmit the application.

SIGNATURES:

STAFF: _____ DATE _____

AGENT: _____ DATE _____

This application will be discussed at the _____ Staff Meeting. A comment letter will be sent to the applicant by the Friday immediately following that meeting.